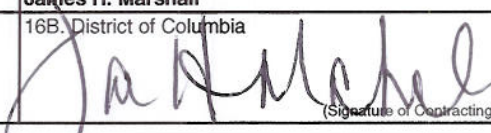


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   4	
2. Amendment/Modification Number <b>DCCF-2009-R-1000 0003</b>		3. Effective Date <b>3/20/2009</b>		4. Requisition/Purchase Request No.	
5. Solicitation Caption <b>FY 2009 Summer Youth Employment Program</b>					
6. Issued By: <b>Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, D.C. 20001</b>			7. Administered By (If other than line 6) <b>Department of Employment Services Office of Youth Services</b>		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  <b>Potential Offerors</b>			(X) 9A. Amendment of Solicitation No. <b>DCCF-2009-R-1000</b>		
			9B. Dated (See Item 11) <b>2/18/2009</b>		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code   Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority) <b>27 DCMR, Chapter 36, Contract Modifications</b>					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
<input checked="" type="checkbox"/> C. This supplemental agreement is entered into pursuant to authority of: <b>3601 Bilateral Agreement between the Parties</b> The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
D. Other (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <b>2</b> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<b>Solicitation DCCF-2009-R-1000 is hereby modified as described in pages 2-4. In addition, Responses to Questions About the Solicitation are provided as Attachment A and are hereby incorporated into the Solicitation.</b>					
<b>ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.</b>					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer <b>James H. Marshall</b>		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
(Signature of person authorized to sign)				16C. Date Signed <b>3/20/2009</b>	
		(Signature of Contracting Officer)			

Item No.	Solicitation Section Reference	Amendment	Amended Provision
1	B.2.1	Delete: In its Entirety	Insert: <b>B.2.1</b> The District contemplates awarding multiple requirements type contracts based on fixed unit prices.
2	B.3.7	Delete: In its Entirety	Insert: <b>B.3.7</b> The Contractor's price per unit shall include all costs associated with the delivery of the project-based learning program described in Section C.3 and shall include services directly attributable to the youth training element of the program and those costs associated with the administration of the program.  <b>B.3.7.1</b> The Contractor's price per unit shall be consistent with the Contractor's price per unit developed and provided in the Project Component Budget Summary Sheet in Section J.14 utilizing the Contractor's proposed program capacity as described in I.3.2.
3	B.3.8	Delete: In its Entirety	Insert: <b>B.3.8</b> The estimated quantities of 100 contained in Section B.3 will <b>ONLY</b> be utilized for the evaluation of price proposals as described in M.4.2.2.
4	B.3.9	Delete: In its Entirety	Insert: <b>B.3.9</b> The estimated quantities to be included in the resulting contract will be a quantity up to the Contractor's stated program capacity in accordance with M.1.4.



Item No.	Solicitation Section Reference	Amendment	Amended Provision
5	C.1	Delete: In its Entirety	<b>C.1 SCOPE</b>  The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services (DOES) is seeking contractors to design and implement a nine (9) week project-based learning program that includes academic enrichment, career exploration, work readiness and leadership skills training for approximately 1,500 participants 14 to 18 years of age, pursuant to the District's Youth Employment Services Initiative Amendment Act of 2005. The Contractor's program shall begin Tuesday, June 22, 2009 and continue through Friday, August 21, 2009.
6	C.3.2.3.3	Delete: In its Entirety	<b>C.3.2.3.3 Mandatory Criminal Background Check</b>  The Contractor's staff, as well as any subcontractor staff or volunteers to have direct contact with participants shall submit a current fingerprint-based criminal background check conducted prior to performing services under the contract.
7	H.11	Not Applicable	<b>Insert:</b>  <b>H.8</b> The Office of Youth Programs will transfer participants only under one of the following circumstances:  a. Safety issue (must have a police report) b. Health concerns (a doctor's statement indicating the reason why tasks can't be performed) c. Site closure  If a youth needs to be transferred, they must report to the Office of Youth Programs and have proper documentation.

Item No.	Solicitation Section Reference	Amendment	Amended Provision
8	L.3.2	Delete: In its Entirety	Insert: <b>L.3.2</b> <b>VOLUME II – PRICE PROPOSAL,</b> The Offeror's Price Proposal shall contain at a minimum the following information: <ol style="list-style-type: none"> <li>Completed Section B.3 – Supplies or Services providing unit prices as required for Sections B.3.1, B.3.2, B.3.3, and B.3.5.B.3.4</li> <li>Statement of the Offeror's program capacity and the age of the youth to be served in the Offeror's program</li> <li>Attachment J.14 Project Budget Worksheet providing Project Budget Worksheet consistent with the unit prices provided in L.3.2 a above</li> <li>Attachment J.15 Cost/Price Certification</li> </ol>

## Selection

1. Do the youth have to be pre-certified by DOES and if so has a process been improved?

There is no pre-certification process; however, participants will need to be certified in order to participate in the program. Once applicants submit their application online, they will be verified through a number of systems, including the Social Security Administration, other government agencies, etc. The only time youth would need to present documents is if they are over the age of 18, a non DCPS student, or a match cannot be made through the verifying systems. The Auto assignment process will be extended from May 1, 2009 to May 5, 2009 to allow Contractors additional time to select participants.

2. Can a vendor choose the ages of students they wish to serve?

See Amendment 0003, Item No. 8.

3. If a provider proposes to work specifically with 14 and 15 year olds, does this mean that only 14 and 15 year olds will be referred to them?

Yes.

4. I noticed the District will match participants to job opportunities based on age and expression of interest. Is there any way to get literature to potential participants during this matching process so they know what their options are? When will the matching process begin? P.32

Information submitted in the Offeror's proposal should provide detail of the Contractor's program as this will be the information that potential participants will be privy to. In addition, for more information concerning the process for youth to register and select their jobs, you can visit [summerjobs.dc.gov](http://summerjobs.dc.gov).

5. During the eligibility screening process, will any type of career or academic assessment be included? If yes, will the results be made available to contractors?

This year as part of Summer Youth Employment Job Expo, participants will have the opportunity to participate in a workshop on Career Exploration and take a Career Assessment. This information will not be available to contractors.

6. Will DOES be working with contractors to identify work experiences.

No, it is the responsibility of the contractors to identify work experiences for their participants through their partnering businesses.

7. Will the same requirements apply to 18-21 year participants including wages?



Participants age 18 – 21 must abide by the same programmatic rules and regulations including wages.

8. The issue is that some of these students are older than 17 years of age, some still in high school and others in their freshman and sophomore year in college. What option do we have, if any, in having some of these older students coming back to work with us?

The Office of Youth Programs can not guarantee that any young person will be assigned to a Contractor's program. Participants will be allowed to select up to five jobs until May 1, 2009

9. Does the age specification of 14-15 limit older youth from being assigned to our site?

Please see Amendment 0003, Item No.

10. We have veteran youth (17-19 years of age) who are in college that would like to return to our site. How should this be handled?

Participants are encouraged to register by May 1, 2009. Contractors are not an authorized host organization with this program until the Contractor has received a contract award and therefore should not be guaranteeing possible placement to any perspective SYEP participant.

11. How do we pre-select youth?

Youth cannot be pre – selected as the District does not want to encourage youth to wait to select a possible worksite because they have been pre selected by a responder to the RFP. This could possibly cause youth to miss the opportunity of selecting their worksite preference.

12. How would youth choose program/site if we haven't been identified until after they have selected their site?

SYEP Participants will be allowed to select job preferences up until May 1, 2009. If a Contractor is selected after May 1<sup>st</sup> youth will be auto-assigned to a Contractor's program based on the age that the Contractor has identified and the program capacity. (See Amendment 0003, Item No. 8)

13. Will organizations be able to request older students (age 18+) who can work as interns?

While Contractors may make an age request for youth over the age of 18, however please Solicitation Sections B.1, C.1 and C.2.4.

## Referral

14. How will student transfers be handled?

Please see Amendment 0003, Item No. 7

15. If a program has space/slots available due to attrition or “no shows”, will DOES continue to refer youth to a program so it can maintain its participant levels? If so please describe the on-going referral process.

If a space is available due to attrition or some other reason that is not the Contractor's responsibility, the Contractor may select students to fill the space to maintain its participant level by first notifying the COTR of the deficiency.

16. Will DOES cease enrollment before the SYEP program begins or will contractors be expected to receive referrals throughout the contract period? (pg22)

The Department of Employment Services will not cease enrollment prior to the start of the 2009 SYEP Program. Once the Contractor's program reaches program capacity (L.3.2), the Contractor's program will no longer be listed as possible location for a youth referral.

## Program

17. Are vendors required to use the Junior Achievement program?

No.

18. What is the time period (dates) for running the program versus the time period for youth employment (dates). B.3.1 states 9 weeks without dates attached and, it appears, the deliverable schedule begins prior to the nine weeks. (pg 3)

The nine-week period at B.3.1 refers to actual student employment, from June 22, 2009 to August 21, 2009 while it is anticipated that the Contractor(s) to be awarded contracts resulting from this solicitation will be notified by May 1, 2009.

19. As in previous years, will vendors be allowed one or two weeks to prepare for the project and one week for project close out?

Please see Amendment 0003, Item No.2.

20. The SOW does not state a minimum number. Is this because DOES anticipates referring the number of youth each vendor proposes that they can work with? It would be detrimental to a vendor's operation if a vendor bids and prepares for 200 youth and is only referred 50. Please consider that vendors need to know in advance how many youth they will receive to hire the appropriate number of staff, obtain the requisite space, and purchase the appropriate supplies.



No.

It is anticipated that the Contractor(s) to be awarded contracts resulting from this solicitation will be notified by May 1, 2009. Please also see Amendment 0003, Items, 2, 3, and 4.

21. How far in advance will the DOES SYEP orientation be held prior to program implementation (working with youth)? (pg 11)

Participants in the 2009 Summer Youth Employment Program will go through orientation the first two days of the program, June 18<sup>th</sup> and June 19<sup>th</sup>.

22. There are different student ratios under staffing ratio (pg C.3.2.3.1). Please explain the difference between instructors and supervisors.

Instructors will be those who are dedicated to the official training and facilitating of specific activities; supervisors on the other hand are there to actively supervise the youth participants at all times on the worksite.

23. Will DOES provide the paperwork for contractors to secure criminal background checks as they did last year? When will the paperwork be available? These background checks are good for 2 years, so if staff has completed them last year, will they need to complete them again this year and every year thereafter? (pg 12) and deliverable #5 (pg19)

The DOES will provide Contractors the required paperwork to secure Criminal Background Checks and Fingerprinting upon contract award.

24. Many providers utilize school as their sites. Will contractors be able to propose less than 9 weeks or end before August 21<sup>st</sup> if their site will not allow a longer period of time? (pg 21)

No.

25. If we are housed in a DCPS facility what happens after the 6 weeks of summer school. Will we still have access to the space to continue program or will the program have to stop at that point?

Contractor's programs that are housed in a DCPS facility shall be required to abide by all rules and regulations set by DCPS and its Realty Office; therefore the Contractor's program would end and the Contractor shall be required to identify and provide a facility for participants for the remaining three (3) weeks of the nine (9) week program.

26. If the deliverable schedule is based on five payments, will this be modified for those providers who end their programs before 8/21? (pg 21)

No. Please see the response to Question No. 25.

27. Are there any employee salary requirements/ranges or limits besides the minimum wage that grantees must abide by?



No.

28. Is there preferred scheduling hours that the DOES would like programs to run?

No.

29. Is there a specific square footage requirement per student?

No.

30. What liability will program managers have if a program enrolled student leaves for lunch and does not come back?

If an enrolled student leaves for lunch and does not come back, the Program Manager should notify the Office of Youth Programs and if they are under the age of 18, and amend the participants time in the system to reflect the time of departure.

31. Will there be a clothing allowance or spending account available for youth?

No.

32. What are the specific outcomes for the program and is baseline data available?

Please see Section C.3.1.7 f, Project Based Program Curriculum of the solicitation.

33. Is there a minimal of 100 students that we have to take?

The solicitation does not establish or require a programmatic minimum number of participants that a Contractor must meet.

34. What is the cost/ratio per student renewable up to four years?

The solicitation does not provide or discuss a cost per participant (student) ratio.

35. Will there be an opportunity for year round programming?

No. Please see Sections B.1 and C.1 of the solicitation.

36. How will the timekeeping application mentioned in C.3.2.2 be made available to the contractor, when will it be available and when will DOES provide training to contractors staff on the use of the system? Who and how will contractors receive assistance when there are issues/problems with this system? How quickly will these issues/problems be resolved? (pg11)

The Office of Youth Programs will make the online application available to contractors once they have successfully completed the required training. The required training for contractors will

be provided once contract(s) have been awarded. If a contractor requires assistance, they will be given the number to the Call Center where they will have their questions and concerns addressed.

37. How will students be paid?

Students will be paid by the DOES through debit cards. Youth who are over the age of 18 may elect to be paid by Direct Deposit, if they already have an existing bank account.

38. Will vendors have an opportunity to handle payroll for enrolled youth? If no, who will be responsible for handling payroll issues?

No. The DOES and the selected Payroll Contractor will handle all Payroll Issues.

### **Contractor Payment**

39. Will vendors be paid for days that youth do not attend the program?

Please see Section G.4.1.2 of the solicitation.

40. Do vendors need to submit invoice for payment or is there an electronic draw down for payment?

Please see Section G.1 and G.4 of the solicitation.

41. Page 22 (G.4.1.2) states that payment is based on 75% enrollment and further defines a penalty if this level is not achieved. It seems extremely unfair to penalize a program if a young person elects not to attend work. Please consider that this is not how a normal working environment is structured. If an employee chooses to be absent from work, and then the employee usually suffers the loss, not the company. Also, youth attendance is not normally directly linked with program efficacy. Generally, program quality is assessed by examining program objectives against participant outcomes. Youth may in fact not attend a quality program, as evidenced by the fact that many youth do not attend class at the high school or college levels. Therefore, will DOES consider either eliminating this penalty based attendance below 75%?

No.

42. Regarding average daily enrollment, how will DOES determine this during the first two weeks of the program when the agency is still usually referring youth to contractors?

The new time and attendance system allows both DOES and the Contractor to track their daily enrollment/attendance at all periods of the program.

43. If the contractor has 200 as their maximum and DOES does not refer 200 or the total number of referred youth do not show up, how will the contractor be compensated?

Please see Amendment 0003, Items No. 2, 3, and 4.



44. Will contractors' payments be expedited as they have been in previous summers?

Please see Section G.1.2 and G.4.1.2 of the solicitation.

45. Will there be any startup allocations provided to contractors? If so, what is the timeframe prior to actual program implementation?

Please see Amendment 0003, Item No. 2.

46. Will there be a week for start-up and a week allowed for close-out of the 2009 SYEP?

Please see Amendment 0003, Item No. 2.

### **Technical Proposal**

47. Are letters of support required for this submission and if so, from what types of entities?

Please see Section L.3.1.3 c, Past Performance/Previous Experience, of the solicitation.

48. Should the following certifications be notarized: Certification as to Compliance with Equal Opportunity Obligations, District Employees Not to Benefit Certification; Certification of Independent Price Determination and Tax Certification? Is there other certification that should be attached with the application? In which section should they be placed Vol. Technical Proposal or Vol. II Price Proposal? P.44-46

The only certification that is required to be notarized is Attachment J.16 Tax Certification Affidavit.

Please see Section L.3.1.4 and L.3.2 d of the solicitation.

49. The request for six electronic copies of the written proposal, do you want six separate disc and is this only the narrative that is being requested to be sent electronically P.47

Yes and please see Section L.2.1 of the solicitation which states Offerors shall provide one (1) original and six (6) copies and six (6) electronic copies of the written proposal.

50. I do not see a page limit for the narrative, is there a page limit? P. 47-49

The solicitation does not provide a page limit.

Please see Section L.2.5 of the solicitation which states in part The Offeror shall submit information in a clear, concise, factual, and logical manner providing a comprehensive description of program supplies and services delivery thereof. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements described in Section C, Specifications/Work Statement.

Please also see Section L.11, Unnecessarily Elaborate Proposals, of the solicitation.

51. The Past Performance Evaluations, at least three: Should these be in the form of letters of recommendation?

Please see Section L.3.1.3 c, Past Performance/Previous Experience, of the solicitation.

52. Should vendors submit the Past Performance Evaluation Form with their technical proposal or should the evaluator submit it directly to the contracting officer (Solicitation Reference: page 50, Section L.3.1.3. c)?

Please see Section L.3.1.3 c, Past Performance/Previous Experience, of the solicitation.

53. How should I format and create my response to the RFP? Is there an application or do I start from scratch?

Please see Section L.2, General Proposal Submission Requirements and L.3, Proposal Content and Organization of the solicitation.

### **Price Proposal**

54. The SOW asks vendors to list a unit price for a quantity of 100. It was stated in the meeting that this will help the government to evaluate the offers on an "equal level". How is this possible? If a vendor proposes to work with 300 youth, then a budget for a program that can accommodate 300 youth and the associated unit price will be very different from a budget for 100 youth and its associated unit price

Please see Amendment 0003, Items No. 2, 3, and 4.

55. B3 Price Schedule provides for pricing for 100 youth. If your price for maximum capacity say 200 is lower than pricing for 200 youth, how is this price provided to the government.

Please see Amendment 0003, Items No. 2, 3, and 4.

56. L.3.2 requests a project component budget. Should the budget be for the 100 youth or the maximum capacity?

Please see Amendment 0003, Item No. 8

57. Should the budget be submitted for one year or all five years?

Please see Amendment 0003, Item No. 8.

58. If a budget is requested for five years, can the contractor use an escalation figure without submitting individual budgets for each year?



Please see Amendment 0003, Item No. 8.

59. With regards to the option years, would we be allowed to make reasonable changes in terms of cost and/or programming?

The Contractor would be allowed to modify the price of the option years only if the District request programmatic changes.

60. Could a contractor's cost be based on a quantity greater than 100 participants but up to the contractor's maximum capacity (Solicitation Reference: pages 3 and 4, Section B.3, B.3.8, B.3.9)?

Please see Amendment 0003, Items No. 2, 3, and 4.

61. Is it possible for you all to provide a sample budget? I want to make sure we're submitting the budget in acceptable format.

Please see Section J, Attachment J.14 Project Budget Worksheet, of the solicitation.

62. If contractors must have one laptop in place for every 25 students, is this an allowable budget expense?

Please see Amendment 0003, Item No. 2.

#### Contract

63. When will vendors be notified of acceptance for the option year proposals?

Please see Section F.2 of the solicitation.

64. Can groups that don't apply this year, apply next year?

Not unless the District determines that it is in the best interest of the District to re-solicit for the required services.

65. Will this RFP come out next year?

The District will make a determination of the need to solicit services.

66. When do you expect awards to be finalized?

It is anticipated that the Contractor(s) to be awarded contracts resulting from this solicitation will be notified by May 1, 2009.

67. What is meant by "the district contemplates awarding multiple requirements type contracts?" (pg2) Based on Section G.4, it appears that this is a fixed price contract. Is this indeed a fixed price contract?

Please see Amendment 0003, Item No. 1.

68. If a vendor states that they can work with 300 youth, then will they be sent 300 youth?

Please see Amendment 0003, Item No. 2, 3, and 4.

69. F3 'Of contract award' is not clear in Number 1,2,6,10,11. Can 'after' be substituted for 'of'?

No. The Due Date for Deliverables 1,2,6,10,11 is Within 10 days of Contract Award.

#### **Miscellaneous**

70. Where can we get a list of previous vendors and their cost price proposals?

Please visit the Office of Contracting and Procurement's web site at [ocp.dc.gov](http://ocp.dc.gov) and click on the link Frequently Requested Contracts. FY 2008 Summer Youth Employment contracts will be uploaded beginning March 20, 2009.

71. If the vendor uses an LSDBE subcontractor, is that vendor eligible to get points preference?

See Section M.4.6 of the solicitation.

72. How long do you expect an FBI clearance check?

An FBI Background Check and Fingerprinting as required by the DC Code typically takes about 4 – 6 weeks to obtain clearance/findings.

73. How will the DC SYEP be affected by the Presidents stimulus package and regulation changes?

There is no indication that the SYEP will be affected by President Obama's stimulus package.

74. Is there an incumbent? If yes, how many youth were served by each?

Please see the response to question No. 70.